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GENERAL TERMS AND CONDITIONS FOR RFP FOR SERVICES v 7-9-15 rhc edit 7-28-15

GENERAL TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSALS - All proposals are subject to these Terms and Conditions.

1. PROHIBITED CONTACTS; INQUIRIES REGARDING THIS RFP – From the Release Date of this RFP until a contract is awarded, parties that intend to submit, or have submitted, a Proposal are prohibited from communicating with any members of the Soliciting Party's Team for this transaction who may be identified herein or subsequent to the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s).

Questions relating only to the RFP process may be submitted by telephone or by mail or hand delivery to: the designated contact. Questions on other subjects, seeking additional information and clarification, must be made in writing and submitted via email to the designated contact, sufficiently in advance of the deadline for delivery of Proposals to provide time to develop and publish an answer. A question received less than two full business days prior to the deadline may not be acknowledged. Questions and answers will be published to those parties submitting responsive proposals.

2. NONRESPONSIVE PROPOSALS - Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Clarification or supplemental information may be required from any Proposer.

3. CHANGES TO THE RFP; CHANGES TO THE SCHEDULE - The Soliciting Party reserves the right to change or interpret the RFP prior to the Proposal Due Date. Changes will be communicated to those parties receiving the RFP who have not informed the Soliciting Party's designated contact that a Proposal will not be submitted. Changes to the deadline or other scheduled events may be made by the Soliciting Party as it deems to be in its best interest.

4. EXPENSES - Unless otherwise specified, the reimbursable expenses incurred by the service provider in the providing the solicited services, shall be charged at actual cost without mark-up, profit or administrative fee or charge. Only customary, necessary expenses in reasonable amounts will be reimbursable, to include copying (not to exceed 15 cents per page), printing, postage in excess of first class for the first one and one-half ounces, travel and preapproved consulting services. Cost of electronic legal research, cellular phone service, fax machines, long-distance telephone tolls, courier, food or beverages are not reimbursable expenses without prior authorization, which will not be granted in the absence of compelling facts that demonstrate a negative effect on the issuance of the bonds, if not authorized.

If pre-approved, in-state travel shall be reimbursed at the rate being paid to state employees on the date incurred. Necessary lodging expenses will be paid on the same per-diem basis as state employees are paid. Any other pre-approved travel expenses will be reimbursed on conditions and in amounts that will be declared by the Issuer when granting approval to travel. Issuer may require such documentation of expenses as it deems necessary.

5. REJECTION OF PROPOSALS - The Soliciting Party reserves the right to reject any and all proposals and cancel this Request if, in the exercise its sole discretion, it deems such action to be in its best interest.

6. EXPENSES OF PROPOSAL – The Soliciting Party will not compensate a Proposer for any expenses incurred in the preparation of a Proposal.

7. DISCLOSURE STATEMENT - A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., Code of Alabama 1975. Copies of the Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General's web site at <https://www.alabamaag.gov/Documents/files/File-AL-Vendor-Disclosure-Statement.pdf> and <https://www.alabamaag.gov/Documents/files/Vendor-Disclosure-Instructions.pdf>.

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8. LEGISLATIVE CONTRACT REVIEW - Personal and professional services contracts with the State may be subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama 1975. The vendor is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <http://www.legislature.state.al.us/aliswww/AlaLegJointIntCommContracReview.aspx>. If a

contract resulting from this RFP is to be submitted for review the service provider must provide the forms and documentation required for that process.

9. THE FINAL TERMS OF THE ENGAGEMENT - Issuance of this Request For Proposals in no way constitutes a commitment by the Soliciting Party to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its acceptance by the Soliciting Party as evidenced by the signature thereon of its authorized representative. Provisions of this Request For Proposals and the accepted Proposal may be incorporated into the terms of the engagement should the Issuer so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than the State of Alabama, methods of dispute resolution other than negotiation and mediation, waivers of subrogation and other rights against third parties, agreement to pay attorney's fees and expenses of litigation, and some provisions limiting damages payable by a vendor, including those limiting damages to the cost of goods or services.

10. BEASON-HAMMON ACT COMPLIANCE. A contract resulting from this RFP will include provisions for compliance with certain requirements of the *Beason-Hammon Alabama taxpayer and Citizen Protection Act* (Act 2011-535, as amended by Act 2012-491 and codified as Sections 31-13-1 through 35, Code of Alabama, 1975, as amended), as follows:

E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama, 1975, as amended, Contractor that is a "business entity" or "employer" as defined in Code Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

CONTRACT PROVISION MANDATED BY SECTION 31-13-9(k):

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

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Alabama Board of pardons and Paroles

REQUEST FOR PROPOSAL

RFP #220000000005

Issued: September 15, 2022

“Seeking proposals from qualified professionals/professional organizations to act as an independent, third-party evaluator to evaluate the Comprehensive, Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) implemented by the Board of Pardons Paroles.”

**Alabama Board of Pardons and Paroles
100 Capitol Commerce Boulevard, Suite 310
Montgomery, AL 36117
Office: (334) 242-8700
www.pardons.alabama.gov**

PROPOSALS MUST BE RECEIVED BY OCTOBER 17, 2022 AT 3:00PM CST

A. Purpose of RFP

The Alabama Board of Pardons and Paroles (hereinafter the “ABPP” or “Board”) is seeking proposals from qualified professionals or professional organizations to act as an independent, third-party evaluator (TPE) to perform an evaluation of services provided by ABPP through the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) and design an outcome study. The independent TPE will provide feedback and assist in the development of a process for continuous quality improvement for monitoring implementation of screening, assessment, case plans and evidence-based programs (EBPs).

B. Background

1. ABPP supervises individuals paroled by the Board of Pardons and Paroles, placed on probation by Alabama courts, or released early from the physical custody of the Alabama Department of Corrections to serve a mandatory period of time under the supervision of ABPP (collectively referred to hereafter as “offenders”). The Field Operations Division of ABPP oversees 60 field offices throughout the state of Alabama through which a majority of offenders are supervised. The Special Populations Division of ABPP implements innovative supervision strategies in recidivism reduction, substance abuse, mental health stabilization, education, and job training.

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2. ABPP is collaborating with the Alabama Department of Mental Health (ADMH) to implement the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP). In addition, ABPP will collaborate with the University of Alabama on the development and maintenance of the current Central Depository Registry (CDR) which provides research reports and current data from various statewide agencies regarding the drug use epidemic. The CDR will be improved by including non-opioid substances, enhancing frequency and timeliness of data sharing, and adding more data-sharing partners. VitAL (a partnership between Alabama state agencies and the University of Alabama School of Social Work) will provide oversight on all CDR initiatives through a partnership agreement.

The Special Populations Division, in coordination with the Field Operations Division of ABPP, will oversee the implementation of the COSSAP in eight counties in Alabama including Madison, Dekalb, Etowah, Calhoun, Walker, Jefferson, Montgomery, and Mobile counties.

3. COSSAP is funded by grants from the Bureau of Justice Assistance (BJA) of the U.S. Department of Justice (DOJ) and are subject to BJA data reporting requirements. The ABPP administered program will serve male and female offenders with an identified Substance Abuse Disorder (SUD) or a co-occurring substance abuse mental illness disorder. ABPP, along with other partners, will establish an infrastructure to enable offenders to communicate with nurses, physicians, certified treatment providers, mentors, instructors, and other individuals as needed to receive: (a) the mental health and substance abuse treatment they need or to continue care from previous treatment received while incarcerated; (b) provide job-training; (c) provide ongoing instruction for education and skill building/certifications; and (d) provide access to other aspects of education, training, and healthcare resources that are otherwise unavailable or limited in scope.
4. ABPP will develop and implement medication-assisted treatment (MAT) services for offenders through certified providers. Telehealth services in collaboration with certified nurses' assistance and identified medical facilities will assist in medical screenings and the administration of medications. On-site treatment providers will monitor treatment and ensure the treatment plans are implemented properly. The treatment providers will be provided updated assessments and information regarding the ongoing progress of offenders assessed at this level of care. Recovery Organization Support Specialists (ROSS) and People Engaged in Recovery (PEIR) will assist with transportation for offenders serviced in rural areas that lack transportation resources and mentor support services. ABPP will develop treatment and recovery support relationships and develop MOUs or contracts with providers. ABPP staff, ADMH staff, and the partnering mental health and substance abuse treatment agency staff will work collaboratively to provide evidence-based pharmacological drug treatment services such as MAT to address alcohol, opioid and stimulus abuse to include telemedicine.
5. The collaborative partners and the COSSAP project team will provide training for all pertinent staff on crisis intervention. Crisis intervention training will assist staff to recognize drug induced psychosis and how to differentiate between this drug induced psychosis and a mental health crisis, as well as best practices in first aid and follow up treatment.
6. The COSSAP project team is required to monitor the progress of treatment and assess the outcome of efforts provided by COSSAP funds and ABPP must contract with a third-party evaluator (TPE) to perform an evaluation of services provided by ABPP and design an outcome study, potentially using random control trials where feasible and connect the data from offender participants to the overall recidivism baseline of the state. The independent TPE will provide feedback and assist in the development process for continuous quality improvement for monitoring the implementation of screening, assessment, case plans and EBPs.

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C. Qualifications/Experience

Proposers (proposers may also be referred to as “vendors” herein) are expected have the following qualifications, capacity, and experience:

1. Master’s Degree (doctorate preferred) and three years experience as a program evaluator or research analyst. Must have experience, beyond university coursework requirements, in behavioral health program evaluation and research, qualitative and quantitative data collection and analysis, management and analysis of longitudinal data sets, and survey development. A comparable amount of training and experience may be substituted for the minimum qualifications.
2. Thorough knowledge of the principles, practices, and procedures of research and program evaluation practices; ability to communicate ideas clearly and concisely, orally, and in writing; strong report writing skills; ability to establish and maintain effective relationships with staff and administration; project management skills and proficiency in Microsoft Excel and SPSS are necessary; knowledge of measurement theories and experience with the design, validity, and reliability of instruments; knowledge of substance abuse service and mental health delivery systems preferred.
3. Proposer must have access to an Institutional Review Board that will review proposed research design and tools.

D. Scope of Services

The successful vendor will provide the following services:

1. Identify and implement the most effective activities to accomplish the overall goals of the evaluation of services and design and provide an evaluation outcome study.
2. Design, coordinate, and implement an evaluation plan and evaluation tools for evaluating COSSAP activities and projects. Design an outcome study using appropriate methodology for a minimum of 300 offender participants and compare the data from participants to the overall recidivism baseline of the eight identified counties of operation.
3. Develop a gap analysis, a process evaluation including needs assessment, and assist with a data tracking plan.
4. Provide feedback on process and outcome measures in the form of practitioner-friendly interim reports highlighting the project’s progress and interim findings.
5. Engage in ongoing communication with the ABPP on all grant evaluation activities via monthly reports and scheduled meeting and provide reports as requested by ABPP for project reporting.
6. Engage in ongoing communication with The University of Alabama on the development and maintenance of the current Central Depository Registry (CDR).

E. Content and Submission of Proposals

1. All proposals are due no later than **3:00 p.m. CST, Monday, October 17, 2022**. Proposals must be received by this date and time to be considered by the Alabama Board of Pardons and Paroles (“ABPP”). It is the sole responsibility of the proposer to ensure actual delivery of the proposal prior to the deadline. Submissions must be received by physical delivery (mail, courier, overnight, or in person). Email or facsimile submissions will not be accepted.

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Submissions that are late or are otherwise not compliant with this Request for Proposal (“RFP”) may be eliminated from consideration.

2. One (1) original paper or hard copy of the proposal must be submitted along with four (4) additional paper or hard copy proposals. Proposers must additionally submit an electronic copy of proposal with all attachments on a USB drive.
3. The proposal package must be sealed and properly labelled with vendor’s name and RFP number/name. Failure to submit the required number of copies in this requested format may prevent a vendor’s proposal from being evaluated.
4. Proposal Content and Format

(a) Each proposal is to contain information required in this Section E.4. Proposers should respond fully, but as concisely as possible. Each proposal must adhere to the format below. Each proposal shall contain and be labeled with the following components:

(1) Cover Letter

(2) RFP Coversheet

(3) Table of Contents

(4) Profile

(5) Service Description

(6) Personnel

(7) References

(8) Clarification/Exceptions or Deviations

(9) Budget

(10) Attachments

The following, (b) through (k), describes the content of each component.

(b) Cover Letter

The Cover Letter shall summarize the proposal and shall be signed by the respondent’s authorized representative. Limit the cover letter to no more than one page.

(c) RFP Coversheet.

The RFP Coversheet form that must be used and included is available for download at: <https://paroles.alabama.gov/resources/request-for-proposals>

(d) Table of Contents.

The table of contents shall identify each proposal component. Each attachment shall be identified in the table of contents by name and page number

(e) Profile.

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The proposer shall provide sufficient information for ABPP to determine that the entity/individual has the knowledge, skills, abilities, and resources to provide the scope of work specified in this proposal. At a minimum, this information shall include:

- (1) Proposer's legal business name and legal organizational status.
- (2) Proposer's related business history, including:
 - i. Number of years in business under the present name, and under other business names.
 - ii. Services provided by the proposer.
 - iii. Number of years providing services such as those specified in this RFP.
 - iv. Number of employees.
- (3) A list and description of similar work performed for other state agencies or related organizations, including the names of these entities.
- (4) Explanation of how ABPP will benefit if the proposer is selected to perform the work specified in the RFP.
- (5) Identification and explanation of any past or current litigation involving the proposer or any principal officers, thereof, in connection with any contract.

(f) Service Description.

The proposer shall provide a detailed description of services to be provided, which shall include but shall not be limited to:

- (1) Articulation of the proposer's understanding of the need and purpose of the scope of work as required in this RFP.
- (2) A description of the approach the proposer will utilize to complete the scope of work, including methods of gathering information and developing an understanding of the project, building relationships with the grant project team, developing evaluation plans, data collection, and creating timelines and reports.

(g) Personnel.

The proposer shall specifically provide the following information on all personnel involved in providing any aspect of the scope of work:

- (1) General description of education and experience.
- (2) Education and experience specifically related to the scope of work specified in this RFP.
- (3) Copies of resumes, license, certifications, or any other information that will support the use of identified personnel for the scope work.

(h) References.

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The proposer shall provide documentation of current and past relevant work experience in the form of three (3) references. Each reference shall include, at a minimum:

- (1) Name, address, phone, and email of organization for which the offeror provided services.
- (2) Contact person.
- (3) A brief description of the work performed.
- (4) Dates of work performed.

(i) Clarification, Exceptions or Deviations.

The proposer shall provide a detailed explanation of each exception or deviation from the requirements of the RFP. If the proposer proposes no clarification, exception, or deviation, a statement to that effect shall be entered in this section.

(j) Budget.

The proposer shall complete a line-item budget that includes all costs necessary for completion of the work specified in the RFP. The total budget for the initial two-year contract period resulting from the contract award may not exceed \$200,000.00. At a minimum, the following budget categories and related narrative description of the proposed expenses shall be included:

- (1) Personnel
- (2) Fringe benefits
- (3) Travel
- (4) Equipment
- (5) Supplies
- (6) Other operational expenses

(k) Attachments.

Attachments must include the following forms which are available for download at: <https://paroles.alabama.gov/resources/request-for-proposals> which must be completed

- (1) Authorization to Submit Proposal
- (2) Vendor Disclosure Statement (“Proposal Box” must be checked on this form.)
The disclosure statement is a public record.
- (3) Corporate Acknowledgement Statement (Must be included with proposal if applicable. If not applicable, vendor must include an explanation of inapplicability with the proposal.)
- (4) Certificate of Compliance with Act 2016-312

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- (5) Immigration Status Form (By submitting a proposal, vendor specifically warrants that vendor does not and will not knowingly employ, hire, or continue to employ an unauthorized alien within the State of Alabama.)
- (6) Certificate of Authority (issued by the Alabama Secretary of State)
- (7) Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act
- (8) E-verify MOU
- (9) Completed W-9 form

5. Proposals must be sent to the following address:

ATTN: Jessica Gratz, Suite 310
Alabama Board of Pardons and Paroles
100 Capitol Commerce Blvd
Montgomery, AL 36117

6. Proposals submitted by “Express/Overnight” services must be in a separate sealed envelope/package and identified as stated above. Packages hand-delivered must also be sealed and labelled
7. Failure to comply with the requirements of this RFP may result in the disqualification of vendor’s proposal.

F. Opening of Proposals

1. Properly identified proposals will be securely kept and will remain unopened until time of proposal opening on **Wednesday, October 19, 2022, at 10:00 a.m. CST.**
2. ABPP does not accept responsibility for the premature openings of proposals not properly identified or the late arrival of a proposal for whatever reason.

G. Cost of Proposals

The cost for developing and delivering responses to this RFP and any subsequent presentations of the proposal as may be requested by ABPP are entirely the responsibility of the submitter. ABPP is not responsible for any expense incurred by the submitter in the preparation and submittal of a proposal or any other costs incurred by a submitter prior to execution of a contract.

H. Amendments to RFP

1. Amendments to this RFP, if issued, will be made available to interested vendors on ABPP’s website, <https://paroles.alabama.gov/resources/request-for-proposals/>
2. The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals, if applicable. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

I. Questions and Inquiries

All questions or inquiries related to this RFP must be submitted in writing to Jessica Gratz via email at jessica.gratz@paroles.alabama.gov .

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Questions/inquiries must be received no later than **Friday, September 30, 2022, at 4:00 p.m. CST**. ABPP will issue written a response to each question/inquiry on or before **Tuesday, October 4, 2022, at 4:00 p.m. CST**. Questions and answers will be posted to the ABPP Website: <http://paroles.alabama.gov/resources/request-for-proposals/>. It is the responsibility of all interested vendors to monitor this webpage for addenda, questions asked and answered, and announcements regarding this RFP.

J. Request to Modify or Withdraw Proposal

1. Proposer may make a written request to modify or withdraw the proposal at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked Modification to (or Withdrawal of) Proposal.
2. Only written requests received by ABPP prior to the scheduled opening time will be accepted. ABPP will supplement original proposals received with accepted written modification requests.

K. Responsibility to Read and Understand RFP

By responding to this solicitation, the proposer will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be the basis for additional compensation.

L. Certifications of Vendor

1. By submitting the proposal, proposer agrees to be bound by all requirements, terms, and conditions of the RFP and certified that vendor is legally authorized to conduct business with the State of Alabama.
2. Proposer warrants by submitting a proposal that all statements contained in the proposal are true and correct.
3. By submitting a proposal, proposer warrants that neither proposer nor any of proposer's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of ABPP and that no such individuals have been employed by ABPP within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, proposer shall be responsible for ensuring compliance with this requirement.
4. Proposer certifies by submission of a proposal that vendor has not publicly or privately colluded with any other vendor.
5. Proposer certifies by submission of a proposal that it has disclosed and agrees to be held by a continuing obligation to disclose financial and other interests (public or private, direct or indirect) that may pose a potential conflict of interest or which may conflict in any manner with vendor's obligations and performance of an awarded contract. Proposer shall not employ any individual with a conflict of interest to perform any service described in this RFP.

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M. Proposals are Firm

Proposals will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ABPP signs a contract with another vendor, whichever is earlier.

N. Award of Contract

1. The selected vendor will enter into contract negotiations with ABPP. If an agreement cannot be reached to the satisfaction of ABPP, ABPP may reject the vendor's proposal or revoke the selection and begin negotiations with another qualified and responsive vendor.
2. To be eligible for the award of a contract, a vendor must be registered and subscribed in the STAARS Vendor Self Service Portal (VSS) at <https://procurement.staars.alabama.gov>
3. Upon acceptance of vendor's proposal by ABPP, the parties will execute a formal contract, in writing, duly signed by the proper parties thereto, which shall be subject to review by the Contract Review Permanent Legislative Oversight Committee of the State of Alabama and the approval and signature of the Governor of the State of Alabama. Vendor will assume responsibility for providing services under the executed contract on the effective date of the contract, which will be the date of approval and signature of the Governor of Alabama or her designee. The executed contract will not be effective until it has received all requisite state government approvals. Vendor shall not begin performing services thereunder until notified by ABPP. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.
4. This RFP does not, by itself, obligate ABPP; such obligation shall commence only upon the execution of any approved contract. However, part or all of this RFP may be incorporated into any executed contract, along with vendor's proposal. ABPP hereby reserves the right to add terms and conditions during contract negotiations, within the scope of this RFP.
5. If the selected vendor begins any billable work prior to final approval and execution of a contract, vendor does so at its own risk. Vendor's contract, itself, will not be effective until it has received all requisite state government approvals, which includes the signature of the Governor of the State of Alabama, and vendor is entitled to no compensation for work or services performed prior to the effective date of the contract.
6. ABPP anticipates submitting an executed contract to the Alabama Legislative Contract Oversight Review Committee for approval by the deadline for the applicable Committee meeting. As such, any awarded contract must be timely executed by ABPP and the successful vendor and all requisite forms and documentation must be received by the Board for timely submission to the committee clerk.
7. The anticipated contract term for this RFP is a two-year period. ABPP may, however, include up to three (3) one-year renewal options, at this discretion, in any initially awarded contract. Any renewals must also be submitted and approved by the Alabama Legislative Contract Review Oversight Committee and require the approval and signature of the Governor.
8. A contract award resulting from this RFP will be funded through grant funds. Consequently, the selected vendor shall be required to comply with all federal regulations and guidance related to the contract award and receipt of grant funds.

O. Contract Cost and Billing

1. The amount paid by ABPP to the selected vendor pursuant to a contract awarded in response to this RFP shall not exceed a total of \$200,000.00 for the initial two-year contract term.

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2. Vendor will be required to submit invoices to ABPP for services provided pursuant to a professional services contract.
3. Vendor will be responsible for the payment of any and all applicable state, county, municipal, and federal taxes, including sales tax, and any other taxes imposed by other governmental entities so authorized. Vendor shall not bill ABPP for any taxes unless a statement is attached to the bill identifying the tax and showing why it is legally chargeable to ABPP. If it is determined that taxes are legally chargeable to ABPP, ABPP will pay the tax as required. State and federal tax exemption information is available upon request. ABPP does not warrant that the interest component of any payment is exempt from income tax liability.
4. Payments to vendor will conform to State fiscal year requirements. This may include prorating payments that extend beyond the end of ABPP's fiscal year.

P. Reservation of Rights.

1. In addition to any other reservations made herein, ABPP hereby reserves the right to cancel this RFP; to reject any or all proposals; to reject individual proposals for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects and/or seek additional proposals; and also reserves the right to award one or more professional service contracts that ABPP determines to be in the best interest of the state and ABPP. All services may be awarded to one (1) professional service provider or ABPP may award different services described in the RFP to different providers.
2. ABPP reserves the right to award the contract to a vendor other than the lowest-priced vendor, if a higher-priced proposal provides the best value as determined by ABPP.
3. Submission of a proposal confers on vendor no right to a selection or to a contract award.

Q. Evaluation and Method of Selection

1. ABPP will designate a committee to evaluate the proposals. The Committee will then make a recommendation to the Director of ABPP who will make the Final award decision.
2. ABPP may elect to request presentations or conduct interviews with finalists.
3. Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the requirements and specifications of the RFP will be considered non-compliant.
4. Proposal evaluations will be scored based on the response to the requirements of this RFP and held as the primary proposal. Alternative proposals will not be considered as the basis for the evaluation of the successful vendor. All proposals received will become the property of ABPP.
5. Upon ABPP selecting a vendor's proposal for contract negotiations, ABPP will send the vendor written notice. Receipt of a notice of award is not the equivalent of a contract with ABPP.
6. ABPP's Proposal Evaluation Committee will evaluate proposals using the following criteria:
 - (a) Experience, Expertise, Knowledge, Stability, and Reputation of Vendor: **35 Points**; and
 - (b) Understanding and Responsiveness to RFP: **25 Points**; and

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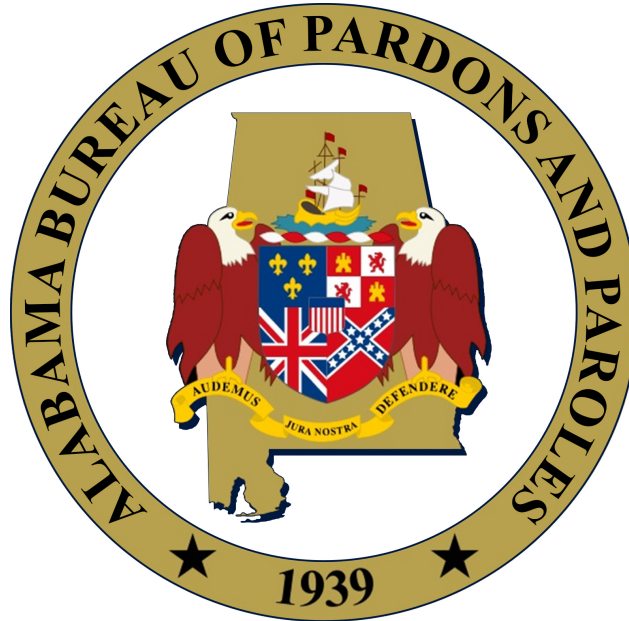
(c) Proposed Budget: **40 Points**.

Total: Up to 100 Points

DATES AND DEADLINES

Item	Date	Method of Notification
RFP Release	September 15, 2022	USPS, ABPP and ADMH Website and STAARs Website
Deadline to submit questions	September 30, 2022 4:00 p.m. CST	Email to: jessica.gratz@paroles.alabama.gov
Questions and Answers Posted	October 4, 2022 4:00 p.m. CST	ABPP website http://paroles.alabama.gov/resources/request-for-proposals/
RFP Submissions Due	October 17, 2022 by 3:00 pm CST	Submitted by physical delivery (mail, courier, overnight or in person)
Opening of RFP	October 19, 2022, 10:00 a.m. CST	
Notification of selection status	By approximately October 24, 2022	USPS (in writing)
<p>Submit Proposals to:</p> <p>Jessica Gratz Alabama Board of Pardons and Paroles 100 Capitol Commerce Blvd., Suite 310 Montgomery, Alabama 36117</p> <p>One (1) original and four (4) copies must be submitted along with an electronic copy on a USB drive. Emailed or faxed proposals will not be accepted.</p> <p>All proposals received after the deadline will be deemed untimely and will not be reviewed.</p>		

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“Seeking proposals from qualified professionals/professional organizations to act as an independent, third party researcher for the successful evaluation of the Bureau’s COSMOSS program.”

**Alabama Bureau of Pardons and Paroles
100 Capitol Commerce Boulevard, Suite 310
Montgomery, AL 36117
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PROPOSALS MUST BE RECEIVED BY JUNE 9, 2021 AT 4:00PM CST

RFP DESCRIPTION AND SPECIFICATIONS

A. Purpose of RFP

1. The Alabama Bureau of Pardons and Paroles (hereinafter the “ABPP”) is seeking proposals from qualified professionals or professional organizations to act as an independent, third party researcher for the successful evaluation of the ABPP’s COSMOSS program.

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2. All interested vendors are invited to submit a proposal in accordance with the requirements specified in this RFP.

B. Background

1. ABPP has received a grant from the U.S. Department of Justice to implement the COSMOSS project. COSMOSS is an acronym for Helping Co-Occurring Substance abuse and Mental health Offenders find Supportive Services. The overarching goals of the COSMOSS project are to assist convicted felons in successful re-entry into free society and reduce recidivism. Specifically, COSMOSS aims to improve services to a population of offenders diagnosed with co-occurring mental health and substance abuse disorders as they leave prison and enter community supervision.

2. The project aims to achieve its goals by identifying individuals who have both a mental illness and a substance abuse disorder and referring them to an intensive treatment program at one of the Day Reporting Centers (DRC) in Birmingham, Mobile, Montgomery, Huntsville, or Tuscaloosa. Each DRC is a non-residential program that provides people under supervision of the ABPP— whether on probation, parole, or mandatory release—access to needed resources to successfully prevent recidivism. The DRC is a “one stop shop” for moderate to high risk people assigned to the program. Evidence-based programming is offered to reduce criminal thinking/behavior, eliminate substance abuse, and increase educational levels and employability. Basic DRC program components involve intensive substance abuse treatment, mental health counseling, cognitive behavioral therapy to reduce criminal thinking, basic adult education, life skills

3. By referring the offenders directly to the day reporting centers, the project aims to ensure that the offenders continue to receive the care they need while incarcerated. The project will monitor the treatment of offenders and provide a continuum of care as the offenders enter community supervision. By providing this continuum of care, the goal is to reduce their likelihood of recidivism.

4. The project includes a robust evaluation and several pre-selected outcome measures. Most importantly, it must establish a baseline recidivism so that the impact of the project can be compared to this recidivism rate at the end of the project period.

C. Services Required

The successful vendor will be required to complete the following tasks:

1. Design an outcome study using appropriate methodology for a minimum of 300 participants and compare the data from participants to the overall recidivism baseline of the five identified counties of operation.

2. Assist ABPP staff in drafting an implementation plan to submit to the Bureau of Justice Assistance.

3. Develop a baseline recidivism rate, gap analysis, process evaluation including needs assessment, asset mapping and priority setting and assisting with a data tracking plan.

4. Provide feedback on process and outcome measures in the form of practitioner-friendly interim reports highlighting the project’s progress and interim findings.

5. Engage in ongoing communication with the ABPP on all grant evaluation activities via monthly reports and scheduled meetings.

D. Qualifications

1. Vendors must provide the services of an individual (or individuals) that meet the following minimum professional qualifications:

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(a) Vendor must have demonstrated experience in conducting detailed program evaluations on state-wide mental health or community correctional programs.

(b) Vendor must have access to their own Institutional Review Board that will review proposed research design and tools.

2. Additionally, the following qualifications are preferred:

(a) Experience in evaluation of programs that serve individuals with co-occurring substance abuse and mental illness.

E. Vendor Staffing

1. Vendor must provide with the proposal an up-to-date resume of any individual who would be performing services under an executed contract.

2. Along with the resume, vendor will provide a minimum of three (3) professional references for each individual, including the reference's name and telephone number. References should be capable of speaking to similar contracts/services rendered by vendor.

F. Anticipated Timeline

One two (2) year contract term with three (3) possible renewals or extensions of one (1) year each, if needed. The need for any renewal term or extension is within the sole discretion of the ABPP.

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G. Statement of Work

Along with the requirements stated herein, proposals should contain a statement of work which adequately addresses each of the following:

1. Please provide a summary of services to be provided by vendor that meet the requirements of this RFP, highlighting any of vendor's strengths and identifying any known weakness or inability to provide the services requested (whether mandatory or preferred).
2. Discuss vendor's philosophy, plan, goals, and objectives.
3. Describe vendor's experience relative to providing required services.
4. Provide a detailed description of services and methods proposed by vendor.
5. Describe vendor's training process, including any instruments and procedures to be used, as well as how data collected will be integrated into the delivery of services.
6. Identify all personnel that will contribute, in any way, to services provided by vendor, including whether positions are full-time or part-time and/or contract or subcontract arrangements, providing job descriptions for those positions. Describe vendor's plan to maintain adequate personnel, as well as vendor's initial and ongoing staff training and development process. Vendor must identify credentials and qualifications of all personnel included in the staffing plan and provide evidence of required licensure or certification.
7. Provide the earliest "start date" by which vendor could begin providing services under any executed contract (irrespective of requisite state government approvals and processes by which to obtain them). Identify potential barriers or anticipated delays.
8. Provide a breakdown of any and all anticipated costs associated with the services requested in this RFP.